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**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR  
ALCOHOL, DRUG AND GAMBLING COUNSELORS  
625 FAIRVIEW DR., SUITE 124  
CARSON CITY, NV 89701  
775-884-8922  
Fax-775-884-8920  
Website: [www.alcohol.state.nv.us](http://www.alcohol.state.nv.us)**

Dear Counselor,

Your LADC/CADC certificate expires on\_\_\_\_\_. To renew your certificate, return this completed document and copies of your completion certificates of Confidentiality with HIPPA and Ethics coursework with the appropriate fee of \$200.00. **If you were sent fingerprint cards with this reminder, ADD an additional \$45** to cover the fingerprint processing. The completed renewal application and check made out to the Board of Examiners for Alcohol, Drug and Gambling Counselors should be sent to the address listed above before your expiration date.

**Please complete the information requested below:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_.

Mailing Address \_\_\_\_\_  
City State Zip

E-mail Address \_\_\_\_\_.

**Please provide the Board with the following:**

Employers Name \_\_\_\_\_ Phone \_\_\_\_\_.

Employer Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_.

Employer Fax \_\_\_\_\_.

Note: Failure to return all completed forms and fees **by due date** will result in a **late fee of \$75.00**. **Sixty days after your certificate expires**, you are no longer eligible to re-certify or re-license and it will be necessary to reapply under NAC 641C and retest if you wish to be certified or licensed. If you wish to place your certification/license in an inactive status you are allowed to do so for a year. In order to do so you must submit a letter requesting an inactive status plus a fee of \$25.00, this must reach the Board prior to your expiration date. If you have any questions please call me at 775-884-8922.

**Please circle the letter of all that apply and sign below:**

I HEREBY MAKE APPLICATION TO RENEW MY CERTIFICATE OR LICENSE TO PRACTICE AS AN ALCOHOL AND DRUG ABUSE COUNSELOR IN THE STATE OF NEVADA FOR THE NEXT 24-MONTH PERIOD. I HEREBY ATTEST TO THE FOLLOWING:

- A. I have satisfactorily completed the required 40 hours of approved continuing education as required under NAC 641C and have completed the required 3 hours of ethics and 3 hours of confidentiality set forth in 42 C.F.R. and the related provision of the HIPPA Act of 1996 set forth in 45 C.F.R. Part 160.  
***You must submit proof of completion for ethics and confidentiality.***
- B. I declare that I have no mental or physical conditions that prevent me from delivering counseling services at all times.
- C. I have not been arrested, convicted or indicted of any offense or had action taken or initiated against my certification or licensure in any state since my certificate or license was last renewed.
- D. **(Please circle 1 or 2)**
1. I am in active recovery from chemical dependency and/or problem gambling and have maintained my abstinence for a minimum of the past two years; if in recovery from problem gambling for how many years? \_\_\_\_\_. If in recovery from a substance use disorder, please state for how many years.\_\_\_\_\_.
2. I have never been chemically dependent, and/ or have had a problem gambling. For the past two years I have used alcohol and other drugs and/or gambled only in a responsible manner - if at all.
- E. I agree to follow the Ethical Standards and Requirements as identified in NAC 641C.
- F. I have not had disciplinary action taken or have any outstanding allegations or complaints with this board or any other board in Nevada or other jurisdiction.  
If so please explain in detail.

**G. In order to provide child support information, FEDERAL LAW REQUIRES YOU TO CHECK ONE OF THE FOLLOWING:**

\_\_\_\_\_ I am not subject to a court order for the support of a child.

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order:

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

If you have received an additional degree since the last reporting period, please provide the Board with a copy of your degree or transcript.

Do you hold any other professional license in the State of Nevada or another State \_\_\_\_\_ ?

If yes, please list type and license or certificate number(s) \_\_\_\_\_.

***I certify under penalty of perjury that all information on this form is true and correct.***

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Note: It is the responsibility of each individual to notify the Board in writing of a change of address, employment or name within 10 days after the change.**

Regarding continuing education hours: the Board no longer requires you to submit copies of the certificates. However, you need to keep your certificates for a period of three years after your renewal date in case you are audited.